

Liberal Arts Curriculum Syllabus Standards Checklist

All faculty members/course instructors at UNC are required to provide a written course syllabus to students. The syllabus must be included as part of the course proposal. For those teaching courses in the Liberal Arts Curriculum, the course syllabus must contain at least the following elements:

- Instructor's name, office number, and e-mail address.
- Student office hours or a statement of either an "open door" policy or hours by appointment.
- LAC area(s) met by the course.
- The appropriate LAC learning outcomes.
- If the course is seeking gtPathways status, the following information must be listed on the syllabus:
 - Required [GT Pathways content criteria and competencies](#) copied & pasted verbatim into syllabus. Please note, CDHE numbering must be preserved.
 - The statement, "The Colorado Commission on Higher Education has approved [Course prefix, number] for inclusion in the Guaranteed Transfer (GT) Pathways program in the [GT-@@#] category. For transferring students, successful completion with a minimum C- grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to <http://higher.ed.colorado.gov/academics/transfers/gtpathways/curriculum.html>"
- Course outline/schedule, including projected dates for examinations, papers, projects, etc.
- Course requirements, including but not limited to: required textbooks, other required materials, purchases, fees when applicable, attendance/absence policies.
- Grading policies, including letter grade, whether using +/-, etc.
- The following statements explaining the concept of academic integrity and encouraging students with documented disabilities requiring accommodation to contact Disability Resource Center are required:
 - Academic Integrity

You are expected to practice academic honesty in every aspect of this course. Students who engage in academic misconduct are subject to grading consequences with regard to this course and/or university disciplinary procedures through the Office of Community Standards and Conflict Resolution.
 - Disability Resources

It is the policy and practice of the University of Northern Colorado to create inclusive learning environments. If there are aspects of the instruction or design of this course that present barriers to your inclusion or to an accurate assessment of your achievement (e.g. time-limited exams, inaccessible web content, use of videos without captions), please communicate this with your professor and contact Disability Resource Center (DRC) to request accommodations.

 - Office: (970) 351-2289, Michener Library L-80.
 - Students can learn more here: www.unco.edu/disability-resource-center
- (Optional) Instructors may wish to include any or all of the recommended syllabi statements posted on the Division of Student Affairs website regarding the university's equity and inclusion policy, Title IX, and food insecurity and basic needs. For the text of these statements, go to: <https://www.unco.edu/student-affairs/division-support/syllabi-statements.aspx>
- Please note, courses approved for gtPathways must have a challenge exam option, whether through standardized test or departmental exam.